

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes

FROM:

C/OC-AMD

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
D/CO

15 OCT 1985

15 OCT 1985

2.
DD/CO

11 OCT 1985

15 OCT 1985

3.
C/OPS

10 OCT 1985

11 OCT 1985

4.
OC-EXA

11 OCT 1985

11 OCT 1985

5.
OC/OL/ISC

Archiving

OC/AMD *DS*
 Ray, re techs I
 have Pete's
 and Cusley's assurance
 that they will accept
 no tech transfers for
 OC for 6 months after
 which I promised to
 let any go who ~~get~~
 want to go. Hence,
 we have 6 months
 to get our act
 together. Pls
 enforce this
 agreement. *Ths.*
Dan

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OC- 13820.85

10 OCT 1985

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[redacted]
Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes 30 September - 4 October 1985

1. During the week, Panel N personnel strength decreased by two due to a resignation and file shop. During the week, two individuals entered on duty with OC as Panel D students in the TCA program. This, coupled with no losses, raises the Panel MCD to 12 personnel over authorized ceiling.

2. OSG activities included the processing of 17 TDY personnel, 1 file shop (MCN) and 1 resignation (MCN). OC is currently providing 16 Panel D, 2 Panel E, and 2 Panel N, CONUS-based personnel, for TDY support of the Foreign and Domestic Networks.

3. AMD was notified by OS that the Panel MCN assessment test, which is used for screening applicants, has been passed to ITT technical schools by a former student. Alternate testing methods are being reviewed.

25X1 4. Two technicians from DNG will assist with the [redacted] installation until 4 November. This assistance should allow for a timely completion of this on-going installation.

5. OC-AMD had 11 attendees at the OC Secretarial Conference which was held 3 - 4 October at the Xerox Corporation. The ladies found the conference to be very informative and well presented.

25X1 6. In conjunction with our continuing program to provide an
25X1 area orientation for both our Assignment Officers (AO) and our
25X1 Processing Officers (PO), our Domestic AO, [redacted]
Domestic PO, [redacted] and Chief, Processing Officer, Mrs.
[redacted] k, will be on a domestic orientation and personnel
25X1 consultation TDY from 14 through 25 October. The TDY will include
[redacted]

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SUBJECT: OC-AMD Staff Notes 30 September - 4 October 1985

25X1 7. Senior Recruitment Officer [redacted] and
25X1 [redacted], RES's annuitant OP recruiter, traveled to Devry
Technical Institute in Woodbridge, New Jersey, on 3 October in
search of ET candidates. Nineteen students took the four-part ET
test with only five passing. PHS packages were given to these five
along with a TCS candidate attending the school who is Morse
qualified.

25X1 [redacted] then continued on to Cherry
25X1 Hill, New Jersey, to attend the NCOA Job Fair held on 4 October.
25X1 They were joined by [redacted] OP recruiter from
Philadelphia, and [redacted] of OMS who monitored the
recruitment process for further input to Project Screen. A total
of 18 candidates attended the presentations. Nine candidates took
the ET test with only four passing. [redacted]

Four TCS candidates took the Morse aptitude test and three
of these passed. A total of six PHS packages were handed out as a
result of this Job Fair.

8. The status of the PMCD Office-Wide Survey of OC is as
follows: Foreign Networks Division (FND) - All position audits,
except for a few to be rescheduled, have now been completed.
During the next six weeks, the survey team will conduct its own
in-house research for position grade evaluations. Afterwards,
preliminary feedback on the results will be provided to OC sometime
during the week of Thanksgiving. Engineering Division (ED) -
Position audits will begin during the first week of December. In
the meantime, ED is in the process of preparing position
descriptions.

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14. The Agency's 1985 Combined Federal Campaign was kicked off last Thursday with an entertaining rally in the auditorium featuring WMAL's Bill Trumbull and Chris Core. However, we are still waiting for the packets to be distributed to employees for their contributions.

25X1 15. At the request of FFD/OIT, [] OC-AMD Security arranged for classified waste to be picked up on a continuing basis. Also guidance was provided on procedures for requesting approval to store the waste in an area other than the VTR at the Annex.

25X1 16. Effective 1 October 1985, OC/OL/ISC began using the Records Information System (TRIS) for logging OC correspondence. TRIS is an automated document control and records management system developed by DDA/OIS. It allows users Agency-wide to share common data, thus eliminating redundant keying. TRIS will provide the means for the ISC to administer OC's correspondence suspense system which will become effective later this month. [] has joined ISC staff and will be responsible for the OC correspondence suspense system.

25X1 17. OTE has asked [] to provide OC's short- and long-range training needs. This is part of an Agency-wide inventory of training needs being conducted by OTE. A questionnaire form will be used to solicit information from OC components.

25X1 19. [] was invited by Capitol Tech to visit their facility in Laurel, Md., on 1 October 1985. The purpose of this visit was to view the institute's telecommunications installation which was donated by MCI, Inc. Their request may have been premature, since the Northern telephone switch was still being installed. Further, they have yet to develop a curriculum with regard to this system. ISD will reschedule another visit circa March 1986 when installation and curriculum is scheduled to be completed.

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20. The Digital Equipment Corporation (DEC) PRO-350 and International Business Machine (IBM) PC computers were removed from the OC/AMD and DD/CO offices. The computers were put in place for system familiarization and courseware review. These systems will soon become available at the Communications School for training purposes of specially selected courses.

22. A requirement was received from the Office of Information Technology (OIT), requesting multiplex and modem training be provided for their resident technicians [REDACTED]
In support of this training requirement, hardware has been shipped and a technical instructor is scheduled to commence formal training circa 11 october 1985.

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